

Title:	Effective Date:	Grade:	Job Category:
<b>Lead Permit Technician</b>	October 29, 2019	X	Technician
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***CHARACTERISTICS OF WORK***

Under general supervision, this position is responsible for issuing permits to transport over-dimensional and/or overweight loads and determining proper routes. This position also requires transmitting permits, assuring permits accurately define the situation, controlling the use of the permit and entering data into computer.

***EXAMPLES OF WORK***

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Train and provide direct assistance to Permit Technicians.
- Review requests and issue permits when applicable for access to restricted weight roads.
- Prepare reports concerning roadway maintenance assessments and access to restricted weight roads.
- Process and balance end of day sales records from the automated Arkansas Permitting and Routing System (ARPARS).
- Process bonds and/or cancellation requests for motor carriers establishing a bonded account, including preparing correspondence when returning incorrect bonds, insurance paperwork, or making revisions to bonded accounts.
- Process on-call emergency permits after hours.
- Enter data into computer utilizing ARPARS system.
- Process and prepare documentation for voids and amendments on issued permits that require a change.

***MINIMUM REQUIREMENTS***

Education and experience: The educational equivalent to a diploma from an accredited high school plus related experience.

Knowledge, skills and abilities: Basic working knowledge of computers including data extraction, telephone communication skills, and operation of facsimile machines. Ability to read highway maps and correlate specified permit routes and designated detours required due to construction or maintenance operations. Effective leadership and communication skills.

Working conditions: Office environment.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*

**A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.**